

6/1/2012 License Renewal Changes

Effective June 1, 2012, The PT and OT Boards have adopted changes to their rules regarding individual and facility renewals. The changes:

- Eliminate the use of the online transaction receipt as proof of licensure or registration, and
- Eliminate the printing and mailing of the renewal certificate and all wallet cards by the agency.

What this means for Licensees, Employers and Facility Owners

1. Renewals Must be Verified on the Website.

Once the Board has processed a renewal and verified that all information has been submitted appropriately, the license will be renewed and the expiration date will be updated on the Board's website. Licensees, employers, and facilities should rely on the Board's website for proof of current licensure. The Board's website is the most secure source of license information. A paper document is not considered a secure method for verifying current licensure.

2. A License or Registration must be renewed BEFORE THE END OF THE EXPIRATION MONTH for uninterrupted provision of services.

- For PTs, PTAs, OTs and OTAs, the most important thing to note is that **you should renew your license online at least two business days before the license expiration date** to avoid interruption of licensure, since the transaction receipt no longer authorizes you to continue to work. You may not provide PT or OT services if your license is not shown as current on the Board's website.
- If all of the required items and information are submitted appropriately, a license or facility registration completed online should be updated online within 1 business day. If there is something missing from your renewal, or you owe a late fee, the renewal will not be processed until you complete the renewal requirements.
- If a license or registration is submitted online on Friday, Saturday, Sunday or a state holiday, it will be processed and updated on the next business day.
- No late fees will be assessed if the renewal is completed online prior to the expiration date.
- The transaction receipt you receive when the online renewal process should still be retained for your financial records.

3. Display of renewal certifications is no longer required, and no renewal certificate will be issued by the Board.